

DRIVER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
2066	Driver Helper	15	013	6 mo.	01/31/84
1236	Driver	14	013	6 mo.	01/31/84
1844	Automotive Sub-Foreman	14	013	6 mo.	01/31/84
1576	Automotive Foreman	14	013	6 mo.	01/31/84

Promotional Line: 66

Series Narrative

Employees in positions allocated to this series are responsible for moving and transporting people, equipment, supplies, furniture, materials, rubbish, mail, and freight. Their activities include physically lifting and moving supplies, equipment, etc.; driving vehicles; and may involve manual unskilled labor.

Employees may plan, organize, and direct moving and transport activities.

The work is either ongoing (such as a delivery route for mail) or received as a special request by phone or in writing. The Foreman estimates cost and plans, coordinates, and schedules section activities. The Sub-Foreman directs and/or dispatches staff to complete assignments. Drivers, Driver Helpers, and other assigned personnel complete the moving and transport tasks and report back for further instructions. The Sub-foreman maintains records of labor costs for charging requestors.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Driver Helper

2066

Employees in positions allocated to this level perform physical labor required to (1) move equipment, supplies, furniture, mail, rubbish, etc.; (2) load and unload vehicles safely; and (3) complete unskilled labor tasks. They work under direct supervision of higher-level personnel.

A Driver Helper typically –

1. assists Drivers in loading, securing, and unloading vehicle and in picking up and delivering supplies, equipment, mail, livestock, freight, and express
2. moves equipment, scaffolding, furniture, rubbish, materials, and supplies using electric, motorized, and hand-operated moving equipment as required
3. assists Driver with checking routes; directs parking and maneuvering of vehicles in congested areas
4. performs unskilled labor of a manual nature (as differentiated from skilled or mechanical work normally associated with the skilled trades) that does not conflict with local labor practice
5. performs snow removal work

6. may check vehicles for operating condition (such as need for water, oil, gas, and air)
7. performs other related duties as assigned

Level II: Driver**1236**

Employees in positions allocated to this level drive vehicles to transport and deliver people, supplies, equipment, etc. They work under general supervision of higher-level personnel.

A Driver typically –

1. drives motor vehicles (such as automobiles, buses, vans, trucks, and/or tractor trailer combinations)
2. loads, secures, hauls, and delivers supplies, equipment, livestock, mail, freight, and express
3. checks vehicle for general condition (such as tire inflation, oil, water level, etc.); may perform minor repair work on vehicle
4. may operate snow removal equipment
5. may perform unskilled labor of a manual nature (as differentiated from skilled or mechanical work normally associated with the skilled trades) that does not conflict with local labor practice
6. performs other related duties as assigned

Level III: Automotive Sub-Foreman**1844**

Employees in positions allocated to this level coordinate, assign, and direct and/or lead work assigned to Drivers, Driver Helpers, and/or other assigned staff. They work under general supervision of higher-level personnel.

An Automotive Sub-Foreman typically –

1. assists the Foreman with supervision by assigning tasks to staff, issuing equipment, following up on assignments, and/or training staff
2. prepares and maintains records (such as cost estimates, overtime lists, work orders, car reservations, or radio/dispatch logs) as required
3. completes administrative tasks (such as assigning overtime, coordinating moving or transport for special events, dispatching vehicles or drivers, routing service calls, inventorying equipment, or coding or approving time cards)
4. acts for the Foreman during superior's absence
5. may perform duties of subordinates
6. performs other related duties as assigned

Level IV: Automotive Foreman**1576**

Employees in positions allocated to this level plan, coordinate, and supervise the movement and transport of persons, supplies, equipment, mail, freight, etc. They work under general supervision of higher-level personnel.

An Automotive Foreman typically –

1. supervises Driver Helpers, Drivers, Automotive Sub-Foreman, and other assigned staff, including recommending hiring, training, evaluating performance, and recommending discipline
2. assigns tasks to subordinates and follows up to ensure work is completed properly
3. coordinates work assignments (such as estimating cost and time for work and scheduling and distributing work and equipment), answers user questions, and coordinates assignments with other areas
4. completes administrative tasks (such as estimating cost and time for work and scheduling and distributing work and equipment), answers user questions, and coordinates assignments with other areas
5. oversees the unloading of carload equipment and activities specific to the institution (such as supervising the hauling of coal cinders or refuse, overseeing snow removal, or directing operators of cranes, road graders, snow plows, schedules removal of surplus equipment, etc.)
6. may perform the duties of other supervisors in their absence
7. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Driver Helper****2066****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. possession of a valid State of Illinois Class A, B, C, or D driver's license

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of safe driving procedures
2. ability to use motorized, electrical, and hand-operated moving equipment safely
3. ability to safely perform heavy lifting (50 lbs. minimum), pushing, and pulling
4. ability to safely perform work requiring physical exertion in varied weather conditions
5. ability to learn the buildings, travel routes, and physical layout of the institution

6. ability to follow written and verbal instructions
7. ability to deal with the public

Level II: Driver**1236****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. possession of a valid State of Illinois driver's license at time of appointment, the class of the license depending on the type of the vehicle(s) to be operated

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough knowledge of State of Illinois laws governing the operation of motor vehicles on State highways
2. knowledge of safe driving procedures
3. skill in operating motor vehicles, including auxiliary equipment (such as tail gate lifts, snow plows, or refuse equipment)
4. good motor skills
5. mechanical aptitude
6. ability to safely perform heavy lifting (50 lbs. minimum), pushing, and pulling
7. ability to learn the buildings, travel routes, and physical layout of the institution
8. ability to follow written and verbal instructions
9. ability to deal with the public

Level III: Automotive Sub-Foreman**1844****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. two years of experience in moving or transport activities (such as driving, dispatching, commercial garage work, or a moving company)
2. possession of a valid State of Illinois driver's license at time of appointment, the class of the license depending on the type of the vehicle(s) to be operated

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of safe driving procedures

2. supervisory ability
3. clerical ability, including record keeping and mathematical skills
4. mechanical aptitude
5. ability to safely perform heavy lifting (50 lbs. minimum), pushing, and pulling
6. ability to learn the buildings, travel routes, and physical layout of the institution
7. ability to follow written and verbal instructions
8. ability to deal with the public

Level IV: Automotive Foreman**1576****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. three years of experience in moving or transport activities (such as driving, dispatching, commercial garage work, or a moving company)
2. possession of a valid State of Illinois driver's license at time of appointment, the class of the license depending on the type of the vehicle(s) to be operated

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of safety practices associated with moving and transport
2. knowledge of motor vehicles and auxiliary equipment utilized
3. supervisory ability
4. ability to learn the buildings, travel routes, and physical layout of the institution and plan work activities accordingly
5. clerical ability, including record keeping and mathematical skills

Driver Helper.....	Revised
Driver.....	Revised
Automotive Sub-Foreman	Revised
Automotive Foreman.....	REVISED